



RECORDS RETENTION AND DISPOSITION SCHEDULE

Labor, Department of. Child Labor, Bureau of.

Agency: Child Labor, Bureau of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	84-224	EMPLOYMENT CERTIFICATE FILES This file consists of the top section of Employment Certificate (SF 898). This is the employer copy with an attached termination notice, pursuant to IC 20-33-3-1, et seq., 2006 Supplement. Employment Certificate Files are arranged by the state fiscal year. Retention based on IC 34-11-2-7, 2004 Edition.	TRANSFER to the RECORDS CENTER at the end of the State Fiscal Year. DESTROY after an additional six (6) years in the RECORDS CENTER.
2	86-142	INSPECTION REPORTS FILE The Report of Investigation of Child Labor Compliance, SF 4048, is completed for both routine inspections and complaints. If this is a complaint, the file may also include a police report and correspondence. If a fatality is involved, the file may include a coroner's report and reports from witnesses. Disclosure may be subject to IC 5-14-3-4(b)(1) and IC 36-2-14-18.	TRANSFER to the RECORDS CENTER two (2) years after the year in which file was closed. TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles after one (1) additional year in the RECORDS CENTER.